

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Central Contact for Activity Address Code Maintenance

Number: 210.9

Date: May 26, 1998

Originating Office: Procurement and Property Division, Policy Branch, AFM/ARS

This Replaces: ARS Directive 210.9, dated 7/17/89

Distribution: REE Offices in Headquarters, Areas (ARS - AD's, AAO's, PAO's) and Field Locations

This P&P establishes the procedures for Activity Address Code Maintenance for REE.

1. Background

Federal Property Management Regulation 101-26.203 requires that a central contact point be established for maintenance of Activity Address Codes (AAC's) with the General Services Administration (GSA). Each ordering activity must have this 6-digit code assigned by the GSA in order to obtain items through the GSA Federal Supply Schedule Stock Program System (FEDSTRIP). AAC's are also used to identify contracting offices in the Federal Procurement Data System maintained by the National Finance Center. Since AAC's are primarily used for procurement, AFM's Procurement and Property Division (PPD), Policy Branch, is the central contact for REE.

2. Policy

Requests for new AAC's shall include:

- Office name and address for mailing purposes and office phone number.
- Office name and street address for shipping purposes and office phone number. This address is only required if the mailing and shipping addresses are different or if a "Ship To" address is needed for shipping purposes only.

Requests for changes, corrections, to AAC's shall include:

- The AAC.
- The old and new address and office phone number.
- Whether or not it is a mailing or shipping address.

Request for deletions of AACs shall include:

- The AAC.
- The address and office phone number.

3. Summary of Responsibilities

Headquarters, Areas, and Locations.

- The Procurement and Property Branch, PPD, shall be responsible for reviewing the AAC's for CSREES, NASS, and ERS, as well as the ARS AAC's they utilize on an annual basis.

- The Facilities Division (FD) shall be responsible for reviewing the AAC's they utilize on an annual basis.
- The ARS Area Procurement Offices shall be responsible for reviewing AAC's utilized in their respective Areas on an annual basis.
- Forward all requests in memorandum format for all AAC actions to PPD, Policy Branch.

Procurement and Property Division, Policy Branch.

- Serves as the central contact point for REE with the GSA for additions, changes, corrections, and deletions to AAC's.
- Provide the Procurement and Property Branch, PPD, FD, and ARS Area Procurement Offices, on an annual basis, the latest AAC report provided by the GSA for review and revision.
- Process changes to AAC's through the GSA.
- Provide copies of correspondence relating to AAC changes to the requesting office.

/s/

W. G. HORNER
Deputy Administrator
Administrative and Financial Mangement